Process Name: Classification/Compensation	**Process Identifier:** CC
Sub-Process Name: Class Actions	**Sub-Process Identifier**: CC-2

Sub-Process Purpose and Objectives: To add or modify class information.

Sub-Process Description: The State uses SEIS and manual processes to maintain classes.

An agency recognizes the need to make a change to the class or a need for a new class or it can also come from the position actions process (process CC-1). The notification is sent to Classification and Compensation (Class/Comp). Class/Comp assigns the request to an analyst to perform various analysis and research, and to make a recommendation regarding approval of the change.

If the request is approved and only requires a change to the class, then a determination is made to check if SEIS is affected. If it is, then SEIS is updated for the change; otherwise the specification file is updated. The class change request is then forwarded to the position actions process (process CC-1).

If the change requires a new class, then the class is created in SEIS, the newly created class is sent to the position actions process (process CC-1) and the agency is notified by receiving a class creation notification.

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
• Notification of need for new class or change • Input from the position actions process (CC-1) `	• Agency • Classification and Compensation

Inputs:

Input	Format	Volume/Time	Suppliers
Notification of Need	Manual	5-10 per month	

Process Name: Classification/Compensation	**Process Identifier: CC**
Sub-Process Name: Class Actions	**Sub-Process Identifier**: CC-2

Outputs:

Output	Format	Volume/Time	Recipients
Notification to Agency			
Update specification file			
Update SEIS			
Recommendation of Minimum Qualifications	Manual		

Performance Measures Tracked:

Measure	Approx. Value	Target Value
None		

Laws, Regulations, and Policies That Govern Sub-Process:
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A 8-30-214

Current Sub-Process Issues/Problems: Specification File outside the system.

Improvement Opportunities:

Opportunity *Merge cells to link one Opportunity to multiple impacts)*	Organizational Impacts *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*
.	

Applications that Support the Sub-process

Application Name(s) *(Internal name and vendor's name)*	Technology Description *(Programming vendor, language, platform, database, etc.)*

Salvaggio, Teal & Associates
Information Systems Consulting for the Public Sector

Process:	Classification/Compensation	**File:**	CMP-1.vsd
Sub-Process:	CC-2 Class Actions	**Date:**	10/2/02
Prepared By:	Salvaggio, Teal and Associates	**Page:**	1/1

Flowchart with swimlanes: Class/Comp, Agency, SEIS

Class/Comp lane: CC-1 Position Actions → Request Assigned to Analyst → Analysis and Recommendation → Approve? — Yes → Change Only? — No → Create New Class? — No → CC-1 Position Actions. Approve? — No → More Analysis? (Yes → back to Analysis and Recommendation; No → Verbal Notification). Change Only? — Yes → SEIS Affected? — No → Update Specifications → End; SEIS Affected? — Yes → Update SEIS. Create New Class? — Yes → Create Class → Notify Agency.

Agency lane: Identify New or Change in Class → Notification for Need to Change or Add Class; Verbal Notification; Notification of Class Creation.

SEIS lane: Update SEIS.